

CLEAR-TO-CLOSE LOAN SUBMISSION FORM

The following information & documents are required for the loan to be pushed into Underwriting. The review will not begin until all items are received.

BORROWER INFORMATION:					
BORROWER LAST NAME		ORIGINATOR CONTACT			
PROPERTY ADDRESS		PRIMARY CONTACT FOR CONDITIONS (IF DIFFERENT THAN ABOVE)			
LOAN INFORMATION:					
REGISTERED LOAN #		PRODUCT		DOC TYPE	
QM Status	Non-QM	LTV / CLTV	/	DTI	
SALES PRICE	\$	LOAN AMOUNT	\$	APPRAISED VALUE	\$
		TRANSACTION		OCCUPANCY TYPE	
Credit Grade		EA+ = AA EA Core = A, B or C		CREDIT EVENT DATE (IF APPLICABLE)	
MANDATORY DOCUMENTS NEEDED TO BEGIN REVIEW:					
<input type="checkbox"/> Application <input type="checkbox"/> Signed 1008 (this clear to close review is a second signature) <input type="checkbox"/> Signed Conditional Approval <input type="checkbox"/> Credit Report		<input type="checkbox"/> Income Documentation <input type="checkbox"/> Asset Documentation <input type="checkbox"/> Sales Contract <input type="checkbox"/> Fraud Report with Resolutions <input type="checkbox"/> DU/LP (or certificate of ineligibility)		<input type="checkbox"/> All LEs, Change of Circumstance and Any Closing Disclosures <input type="checkbox"/> Detailed UW income worksheets	
DOCUMENTS NEEDED PRIOR TO CTC ISSUANCE:					
<input type="checkbox"/> Appraisal Review Decision (from LMS) <input type="checkbox"/> Lock Confirmation (from LMS)					